

TRIPURA GAZETTE



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PART-- I--Orders and Notifications by the Government of Tripura,
The High Court, Government Treasury etc.

**GOVERNMENT OF TRIPURA
HOME (FIRE & EMERGENCY SERVICES) DEPARTMENT**

No.F.5(10)-PD/2021

Dated, Agartala, the November, 2021.

NOTIFICATION

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and in supersession of the existing recruitment rules for the post mentioned herein, the Governor hereby makes the following rules regulating the method of recruitment to the Post/ Grade of Head Clerk-cum-Accountant/ Accountant in the Home (Fire & Emergency Services) Department namely:-

1. Short title commencement:-

- (a) These rules may be called 'Recruitment Rules', 2021 for the post/ grade of Head Clerk-cum-Accountant/ Accountant under the Home (Fire & Emergency Services) Department, Government of Tripura.
- (b) This shall come in force from the date of publication in the official Gazette.

2. The name of the post(s) shall be as specified in Column-1 of the schedule annexed hereto.

3. Number, Classification and scale of pay:-

The number of the said post, its classification and the scale of pay attached thereto shall be as specified in column-2 to 4 of the schedule enclosed as Annexure II.

4. Method of recruitment, age limit, qualification etc.

The method of recruitment to the said post, age limit, qualifications and other matters relating to the said post shall be as specified in column 5 to 13 of the said schedule.

5. Disqualification:- No person,

- a) Who has entered into or contracted a marriage with a person having spouse living;

OR

- b) Who, having a spouse living, has entered into or contracted a marriage with any person, shall be eligible for appointment to the said post:-


Provided that the State Government may, if satisfied that such marriage is permissible under the Personal Law application to such a person and the other party to the marriage that there are other grounds for so doing, exempt any person from the operation of this rules.

6. Power to relax:-

Where the State Government is of the opinion that it is necessary or expedient so to do, it may, by order, for reasons to be recorded in the writing and with concurrence of the G.A.(P&T) Department, relax any of the provisions of these rules with respect to any class or category or persons.

7. **Repeal:** The Recruitment Rules for the post/grade Head Clerk-cum-Accountant/ Accountant under the Home (Fire & Emergency Services) Department, Government of Tripura issued vide Notification No. F. 5(7)-PD/2001 dated 30.12.2002 is hereby repealed with immediate effect and is replaced by these Recruitment Rules.
8. **Savings:** - Nothing in this Rule shall affect reservation, relaxation of age limit and other concessions required to be provided for the Schedule Castes, the Schedule Tribes, Ex-Servicemen and other special categories of persons in accordance with the orders issued by the State Government from time to time in this regard.
9. This Notification is issued as per provisions of the G.O. No. 04 dated 07th November, 2020 issued by the Government in the G.A. (P&T) Department.

By order of the Governor,


Deputy Secretary to the
Government of Tripura.

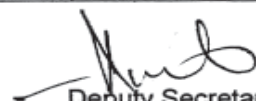
No. F. 5(3)-PD/2021

Recruitment Rules for the post of Head Clerk/ Head Clerk-cum-Accountant/ Accountant of Home (Fire and Emergency Services) Department, Govt. of Tripura

SCHEDULE

1. Name of Post	Head Clerk/ Head Clerk-cum-Accountant/ Accountant				
2. No. of Posts	07(seven) Plus additional posts as and when created by the Government				
3. Classification	Group-C (Non-Gazetted).				
4. Scale of pay	<table border="1"> <tr> <th>Pre-revised Scale of Pay</th><th>Corresponding revised Scale of Pay</th></tr> <tr> <td>Pre-revised Scale PB – 2 Pay Band Scale Rs. 5700-24000/-, Grade Pay- Rs. 4200/-</td><td>Cell-1 of Revised Pay Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018]</td></tr> </table> <p>Subject to revision by the Govt. from time to time.</p>	Pre-revised Scale of Pay	Corresponding revised Scale of Pay	Pre-revised Scale PB – 2 Pay Band Scale Rs. 5700-24000/-, Grade Pay- Rs. 4200/-	Cell-1 of Revised Pay Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018]
Pre-revised Scale of Pay	Corresponding revised Scale of Pay				
Pre-revised Scale PB – 2 Pay Band Scale Rs. 5700-24000/-, Grade Pay- Rs. 4200/-	Cell-1 of Revised Pay Level-10 of Tripura State Pay Matrix, 2018 [Tripura State Civil Services (Revised Pay) (First amendment) Rules, 2018]				
5. Method of recruitment, whether by direct recruitment or by promotion or transfer on deputation and percentage of the vacancies to be filled by various methods	<p>(i) 100% By Promotion failing which by transfer on deputation and failing both by Direct Recruitment.</p> <p>(ii) (a) For direct recruitment selection will be through complete examinations (Written and Interview followed by Type Test on Computer) to be conducted by the recruitment board constituted by the Department.</p> <p>(b) Interview/ viva voce shall be not exceeding 15% of the Total Marks.</p> <p>© Syllabus: Enclosed at Annexure- II (and as revised by the Government from time to time).</p>				
6. Age limit for direct recruitment	From 18 to 40 years, Upper age limit is relaxable by 5 years in case ST/SC/PwDs(PH)/Government servant candidates.				
7. Educational and other qualification required for direct recruitment	<p>i) Graduate Degree from any recognized University.</p> <p>(ii) Having knowledge of operating Computer and proficiency in typing on computer with Keyboard with an accurate speed of minimum 30(thirty) words in English per minute along with basic Computer Knowledge.</p> <p>(iii) For selection to Bengali Typist minimum speed should be 25 (twenty-five) words in Bengali per minute on Computer with Key-board. Along with basic Computer Knowledge.</p> <p>Desirable: - Having Knowledge of Bengali/Kokborok.</p> <p>Note:- (a) Prescribed type-test should be conducted on</p>				

	<p>Computer with Key Board and not in manual type writer machine.</p> <p>(b) Type Test on computer shall be qualifying in nature and it carries no marks. All categories candidates shall be recruited even if they do not initially qualify in the Type Test on computer and if they are otherwise qualified, shall be given a consolidated pay for a period of 6(six) months at the end of which they should be tested again in Typing and if they do not qualify even at the end of 6(six) months they will continue to be employed in the consolidated pay till such time they qualify and shall not be entitled to any annual increment.</p> <p>(c) Exemption for Persons with Disabilities. Persons with Disabilities who are otherwise qualified to hold clerical post(s) and who are certified as being unable to type by the State Medical Board or by a Registered Government Medical Officer should be exempted from typing qualification and Type Test.</p>
8. Whether age and educational qualifications prescribed for the direct recruitment will apply in the case of promotion	<p>Age: - No.</p> <p>Qualification: - No.</p>
9. Whether Selection post or Non-Selection post	<p>For Direct Recruitment:- Selection [As per Item No. 5(ii) above]</p> <p>For Promotion: - Non-selection.</p>
10. Period of probation, if any	2 (two) years.
11. In case of recruitment by promotion / transfer on deputation, grades from which promotion/ transfer on deputation is to be made	<p>From the post of UDC grade such as UDC/ UDC-cum-Cashier/ UDC (Record Keeping) etc. of the Department with at least 5(five) years experience in this grade and acquired Accounts training conducted by State Government in respect of promotion to the posts of Head Clerk-cum-Accountant/ Accountant.</p> <p>Transfer on deputation from holder of analogous post of other Department having passed the Accounts Training.</p> <p>Note:- Departmental candidates having completed 15(fifteen) years of service or more in the grade of UDC etc. as well as have attained the age of 55(fifty-five) years may ne exempted from the passing out the proposed Accounts Training.</p>
12. If a DPC exists, what is its composition	Group-C, DPC.
13. Circumstances in which TPSC is to be consulted while making recruitment	Not applicable
14. Repeal	Existing Recruitment Rules for the posts of Head Clerk/ Head Clerk-cum-Accountant/ Accountant of Home (Fire & Emergency Services) Department, Tripura vide Notification No. F.5 (7)-PD/2001 dated 30.12.2002 is hereby stand repealed.


Deputy Secretary to the
Government of Tripura.

Annexure - II (Syllabus for Head Clerk/ Accountant grade posts)

No. F.....

THE WRITTEN EXAMINATION & INTERVIEW WILL BE HELD AS FOLLOWS:-

Subjects	Syllabus	Full Marks	Time
Paper – I English	Report Writing or Essay, Translation into English from Bengali, Summary/ Précis Writing (Descriptive Type/ Conventional Exam.)	40	2(two) hours
	Use of appropriate preposition and Articles, Correction of sentences, Common Phrases synonyms & antonyms.	30	
	(OMR based MCQ Type)		
Paper – II General Knowledge and Current Affairs	(i). Matter of common experience and current events and problems with special reference to India and world, helping the development of curiosity and interest among the youths.	60	2(two) hours
	(ii) Elementary knowledge of India History, Indian Geography and Constitution of India.		
	(OMR based MCQ Type)		
Paper –III Job-oriented	Descriptive and objective questions Manual of Office Procedure, TCS Conduct Rules, Pension & Leave Rules, GPF Rules, Basic Feature of Constitution of India. (Assembly & Parliament).	40	2(two) hours
Interview	Personal qualities of the candidates e.g. Intellectual ability, Interest in current affairs etc.	30	

(a) Primary merit list will be prepared by adding marks obtained in all papers of the written examination to restrict the number of candidates to be called for interview. Number of candidates (category wise) qualified in the written examination shall be called for interview in the following ratio subject to attaining of minimum qualifying marks in the written examination (35% for UR candidates and 30% for reserved candidates).

Number of candidate(s) to be selected	Number of candidates to be called for interview (Category wise)
01(one)	05(five) candidates.(1:5)
02(two)	08(eight) candidates. (1:4)
03(three) and above	3(three) times the number of vacancies. (1:3)

Note: - Candidate(s) scoring marks equal to that of the last candidate so selected for the interview will also be called for interview.

(b) Final merit list will be prepared by adding the marks obtained in the written examination and interview. In no case a candidate will be called for interview unless he/ she appears in all papers of the Written Examination. If a candidate remains absent in interview or/and Type Test his/her candidature will not be considered for final selection. After final selection, all selected candidates will be called for Type Test on Computer. The Type Test shall be qualifying in nature and it carries no marks.


Deputy Secretary to the
Government of Tripura.